**WATCHING VIDEOS at GCFLEARNFREE**

**Where are the videos and lessons for Word 2007?** Go to this website: [www.gcflearnfree.org/word2007](http://www.gcflearnfree.org/word2007)

**What other training is there?** Have a look at [www.gcflearnfree.org/topics](http://www.gcflearnfree.org/topics) to see all the topics they have lessons for. [www.gcflearnfree.org/office](http://www.gcflearnfree.org/office) has lessons for all the MS Office suites from Office XP to Office 2013.

**Can my PC play the videos?** Simply going to the gcflearnfree site and trying to play the videos.   
IMPORTANT. Watching videos online uses your broadband allowance. Keep an eye on your usage.

If they don’t play then you need the Adobe Flash Player version 8 or higher to view the movies. [Check](http://www.adobe.com/software/flash/about/) the version of Adobe Flash Player that you have ([www.adobe.com/software/flash/about](http://www.adobe.com/software/flash/about)). You can click on the command ‘[download](http://get.adobe.com/flashplayer/)’ to download the latest version. Please be aware that the movies will require a broadband internet connection. If you have a dial-up connection, the movies may not load correctly. Also make sure to view all the slides as they have other important information and how to do steps.

**If you don't see the videos, or they do not play:**

* + You may need to update your Flash Player ([download it now](http://get.adobe.com/flashplayer/)) (<http://get.adobe.com/flashplayer>)
  + You may have a slow connection. Please give the videos time to load, or try again later.

**If the video stalls, or stops playing before reaching the end:**

* + Press **Pause** Pause and then press **Play** Play.
  + Or, close the video, and then click the link to restart it.

**All the videos are equipped with Closed Captioning:**

* + Click the Play icon at the bottom of the video to turn **on** closed captioning.
  + Click the Play icon again to text to turn **off** closed captioning.

**You can control the movie using the control bar located at the bottom of the movie screen. These controls can be very useful if you are working along with the video.**

**Play**

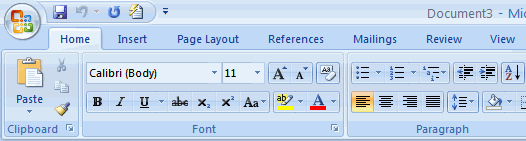
* + Press **Play** Play to play the video.
  + Press **Pause** Playto pause the video.
  + Click anywhere on the **timeline** Play  
    to skip to a different part of the video.
  + Hover over the **speaker icon** Playand then click on the **volume slider** Play to adjust the volume of the audio.
* You can view the movie in **full screen** view by pressing Play.

The videos are hosted by YouTube, so you should be able to watch them on any device that can play YouTube videos. If you're still having problems, you may be able to find a solution on the [YouTube Help](http://support.google.com/youtube/) page.

**NEW FEATURES IN WORD 2007**

What’s new in Word 2007? Simply put – a lot. Previous versions of Word looked similar and operated in many of the same ways. They had menus, toolbars, task panes, and a ‘familiar’ feeling design. In Word 2007, all of those things are replaced with a **new navigation system** and **many new features** that are designed to make accomplishing tasks and producing professional-looking documents easier than ever before.

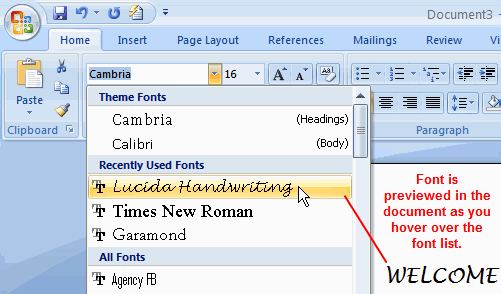
**Take a look at some of the new features you’ll find in Word 2007:**

**The Ribbon System:** Cascading menu options and the many toolbars have been replaced by the tabbed Ribbon system. The tabs contain the same commands as the menus in earlier versions; however, related **command buttons** are organized together in **groups**, which often make it easier to accomplish tasks in fewer steps than before. Also, the tabs, groups, and command buttons change as you take on various tasks – **revealing what you need, when you need it**. This may seem overwhelming at first, but it is extremely useful and makes using all the tools of this complex word processing software very intuitive.

**Quick Styles:** Earlier versions of Word include Styles, but in Word 2007 these are extremely easy to access and use. Quick Styles are combinations of different formatting and heading options that are displayed in the **Styles gallery** on the Home tab. You can choose a Quick Styles group from the Style gallery that formats your text in a cohesive and attractive manner.

**Themes:** Themes, like Styles, are a tool you can use to produce professional-looking documents without needing to be a professional designer yourself. A theme is a set of **formatting choices** that includes colours, heading and body text fonts, and theme effects, such as lines and fill effects. Styles and Themes used in conjunction are powerful tools to producing powerful documents.

**Live Preview:** Ever spend time selecting text and trying font style after style to see which you prefer? You’ll never do this again with Word 2007. Live Preview is a feature new to the 2007 office suite that allows you to see changes in your document **before** you actually select an item. Confused? Don’t be. It’s actually quite simple and very clever.



For example: You want to change the font style of the text, but you’re not sure which style you like. First, select the text. Then, select the font style drop-down box. As you move the cursor over the name of the font style, the change is reflected in the actual document. You can **preview what your document** will look like before actually making a selection from the drop-down list. You can use the Live Preview feature to see how font styles, sizes, colours, themes, document styles, and more will appear.

**Powerful Graphics Tools:** There is a saying, “A picture is worth a 1000 words,” and if that’s true, then your images are all the more powerful with Word 2007. In this version you can easily access many new picture effects and use SmartArt to add a professional touch to your documents.

Many times companies release new versions of old products that don’t live up to the hype, but Word 2007 does! You can **accomplish many tasks in fewer steps** and **produce professional-quality documents** with relative ease. The new interface can be intimidating, but if you spend a little time “touring” the new software and creating a document, you’ll find that it is time well spent.

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